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**LincPass Credentials and Processes
for USDA-ARS-MWA Federal Employees**

(Smartcard, LincPass Credential Card, PIV Card – same type of identification just different names)

On August 27, 2004, the President issued a memorandum for all Federal Departments and Agencies to develop and implement a government-wide standard for secure and reliable forms of identification for Federal employees and contractors. Issuing LincPass credentials to employees is an ongoing process for USDA to implement this mandatory requirement. Implementation of Homeland Security Presidential Directive (HSPD) 12 – Policy for a common Identification Standard for Federal Employees and Contractors can be viewed at http://www.wh itehouse.gov/sites/default/files/omb/memoranda/fy2005/m05-24.pdf .

U.S. General Services Administration (GSA) has implemented the USAccess Program which is a shared service that simplifies the process of procuring and maintaining an enterprise wide compliant PIV credential solution – issuing identity credentials to civilian agencies. USDA has been working with GSA to get credentials issued through this service. For more information about the USAccess Program visit http://www.fedidcard.gov/ .

To Learn more about the USDA LincPass processes, visit http://lincpass.usda.gov/ . This site includes information in line with USDA efforts to issue credentials and has links to Frequently Asked Questions, definitions of the different roles (sponsors, registrars) in the HSPD12 processes, how to find sponsor, how to find Credential Stations, Credential Station closing announcements, Departmental Policies, and other information on the overall USDA LincPass processes.

Contacts for questions about LincPass or when LincPass is not working properly:

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In most cases, the Location Administrative Officer may be able to assist and/or determine who to contact to assist – in most cases this will be the sponsor.

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Midwest Area LincPass/HSPD-12 Sponsors:

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Deb Agee, Area Human Resources Assistant – Phone (309) 681-6633 or email Deb.Agee@ars.usda.gov

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JoAnn Volk, Area Administrator Support Assistant – Phone (309) 681-6629 or email JoAnn.Volk@ars.usda.gov

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Midwest Area HSPD-12 Security Officer:

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Diane Strub, Deputy Area Director – Phone (309) 681-6605 or email Diane.Strub@ars.usda.gov

NOTE: Although employees will find reference to contact the USDA HSPD-12 Help Desk with questions throughout the Websites – employees should **NOT** contact the USDA HSPD-12 Help Desk by email or phone but should contact their Administrative Officer or Sponsor as first line of contact for questions, issues, or problems with their LincPass Credentials. The HSPD-12 Help Desk is extremely busy assisting registrars and sponsors nationwide in the processes of getting credentials issued to employees.

LincPass Credential processes:

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The process begins with employee sponsorship. The sponsor identifies employees that will need LincPass credentials issued and accesses the USDA Certification Portal (NFC Personnel feed Portal) and releases employee information to the GSA USAccess Portal. The sponsor reviews the employee records in the GSA USAcess Portal for accuracy and a "ship to" Credentialing (Enrollment) Station address is identified. Once records are reviewed and saved by sponsor, the employee has now been sponsored and the system automatically generates a "Congratulations" email (from HSPD12Admin) to the employee with instructions and how to make an appointment to register for a LincPass credential.

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When employees receive their "Congratulations" email notice from HSPD12Admin that they have been sponsored for a LincPass credential – the email asks the employee to review personal information for accuracy. If information is not correct, please notify sponsor (or Administrative Officer) immediately so action can be taken to get information corrected "before" visiting the Credentialing Center to register for a LincPass. The email notice will include the name of sponsor.

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Employees should be checking their ARS email AND their "Junk" folders in their email system to ensure they receive any messages from HSPD12Admin.

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Employees must make an appointment with a fully equipped Credentialing Center to register for the LincPass. A fully equipped Credentialing Center has equipment to take employee's photograph, scan identification documents, and scan fingerprints.

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The email notices received from HSPD12Admin will also include information to help locate the nearest Credentialing Center/Station and the link to the GSA online Scheduling tool.   https://www.schedulemsp.com/tc/login.do?url=10001 is the link to the GSA Scheduling tool. Employees set up an account with user ID and a password in the Scheduler and should keep the information for future use. If employee has previously set up an account but cannot recall their user ID or password to make another appointment – they can set up a new account to use for making appointments.

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Many Locations now have Light Activation Stations. Light Activation Stations (LAS) have equipment ability to activate cards, update certificates, and change pin numbers.   LAS Registrars and Sponsors are working together to get LincPass cards shipped to the LAS so employees will not need to go back to the Credentialing Center to pick up cards or update their certificates – specifically those Locations that travel a distance to the fully equipped Credentialing Center. Light Activation Station are available at the following locations (please notify Administrative Officer before making an appointment or traveling to a Credentialing Center):
  - Jan Overton, W. Lafayette, IN
  - Jim Hampton, Wooster, OH
  - Leigh Trail, Urbana, IL
  - Kristine Foight, E. Lansing, MI
  - Larry Winkelman, Morris, MN
  - Jean Weinbrenner, Madison, WI

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The email notices received from HSPD12Admin will also include information to help locate the nearest Credentialing Center/Station and the link to the GSA online Scheduling tool.   https://www.schedulemsp.com/tc/login.do?url=10001 is the link to the GSA Scheduling tool. Employees set up an account with user ID and a password in the Scheduler and should keep the information for future use. If employee has previously set up an account but cannot recall their user ID or password to make another appointment – they can set up a new account to use for making appointments.

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Once registered or enrolled and the LincPass card goes to print, is shipped, and arrives at the

Credential Center or Light Activation Station – the registrar checks in the card and sends an email to the employee to make an appointment to pick up the LincPass credential.

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The email message from the registrar to pick up their LincPass credential will include a one-time use pin number to take with them to the Credential Station or Light Activation Station to activate the card. Using this pin number to activate card at the Credentialing Station will make the process move faster, smoother, and involve less time getting the card activated for use. Employee will establish a new pin number during the activation process with registrar.

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Once employee has established a new pin number at the Credentialing Station, please keep the pin number secure and available for use. The pin will be used with the LincPass card for entry into ARS buildings, accessing eAuthentication IT systems and eventually updating certificates on the card.

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If the pin number is forgotten – employee will need to make another appointment at Credentialing Station or Light Activation Station to reset a new pin. Tell the registrar that the pin has been forgotten and assistance is needed to get a new pin number.

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If employee is at the Credential Station (or Light Activation Station) and the registrar is having problems updating or activating the LincPass, the registrar, in most cases, will know who to contact to troubleshoot the card to get it activated or updated with appropriate credentials.

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How do I use this LincPass now that I have it?   A flyer that will help explain processes of caring for and using the LincPass card can be found at http://lincpass.usda.gov/docs/USDA_HowToUseYourLincPass_April2010.pdf   .

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Once the employee has the LincPass card, and a card reader has been installed on the employee's computer by the Location's IT staff, the card can be used to access WebTA,

AgLearn, eOPF, and any site currently used with the eAuthentication login information to access – and eventually to update the certificates.

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The LincPass card will also be used with facility entry systems to enter ARS Facilities. Please note USDA is in processes of installing Enterprise Physical Access Control System (ePACS) at Locations. For more information about the facility entry system, go to http://lincpass.usda.gov/ePACS.html   .

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When employees separate from employment, they must turn in their LincPass card to their Location's Administrative Officer or Location Support Staff as part of the Location's separation clearance procedures. The Administrative Officer or assigned Location Support Staff will send the card to the sponsor who in turn, will take the card to the assigned Security Officer and the card will be inactivated in the HSPD12 System and destroyed.

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If a USDA employee is transferring within USDA, the card can be kept by the employee as long as the Department name on front of the card is the same.

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The LincPass credential has an expiration date of five years from enrollment.   However, the certificates (credentials) contained on the LincPass will need to be updated every three years. Email notices will be sent to employees to update their certificates every 90, 60, and 30 days. Employees need to make an appointment with the Credentialing Center or the LAS to update their certificates. If the certificates are not updated, the LincPass card will terminate and the employee will need to go through the enrollment process again to be issued another LincPass. Information on updating certificates can be found at http://lincpass.usda.gov/docs/20100806Newsflash_TimeToUpdateCerts_V2.pdf   .

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The following link gives employees step by step procedures on how to update their LincPass credential certificate either on their computer, at the Credentialing Center, or at the Light Activation Station: lincpass.usda.gov/docs/20100930Newsflash_CredentialUpdateActivationStation.pdf